



## Senior Planner

**Department:** Planning

**Class Code:** 6413

**EEO Code:** 22

**FLSA:** E

**Effective:** 01/06/1993

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of considerable difficulty in performing a variety of supervisory, administrative and technical work in developing and implementing plans and programs for utilization of land and physical facilities; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Reviews and supervises others who review various land use and development proposals (zoning, conditional use, special exception, variance, schematic plans, site plans, subdivision plats, and certificates of occupancy); coordinates the review of building permits; assists developers, citizens, lawyers, Board of Supervisors and Planning Commission with development questions and resolves conflicts on development proposals; interprets zoning and subdivision ordinances; researches and prepares analyses on rezoning, conditional use, ordinance amendments and special projects; coordinates preparation of Board and Commission public notices, sign posting program and review of rezoning requests with co-reviewing departments; provides development information to general public; assists general public, developers and others relative to zoning and subdivision requirements and general County procedures; gathers and analyzes data for studies, reports and recommendations; assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities and other plans and codes to meet County needs; assists in citizen participation activities; evaluates environmental information and recommends mitigation measures to reduce adverse impact of development; interviews, trains, supervises and evaluates staff; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of zoning laws and short and long range plans including their formation, process of adoption, and enforcement; of planning programs and processes; of personal computers; of effective supervision techniques.

Considerable skill in effective oral and written communication with architects, contractors, developers, owners, supervisors, employees and the general public. Ability to conduct field work which includes walking through rough and unfinished sites; ability to climb stairs and lift heavy objects.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a bachelor's degree in urban planning, landscape architecture or related field (master's degree preferred) and two years of experience in planning field; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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